

Random Moment Time Study (RMTS)

MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

Federal Fiscal Year 2023

(October 2022 to September 2023)

RMTS Training Compliance

Annual training is mandatory for at least **two district employees** designated by the entity as a RMTS Contact. The RMTS Contacts are responsible for ensuring the entity complies with all RMTS requirements. If your district is contracted with a Co-op, SSA or third-party vendor, the district's RMTS Contact(s) is still required to complete annual training. The RMTS Contact is responsible for ensuring the district complies with all RMTS requirements and serves as a communicator between HHSC and their district participants.

A Primary RMTS Contact role is to be the overseer of Random Moment Time Study as it relates to their district. The role includes making sure themselves, secondary RMTS Contacts and participants are annually trained, assign secondary RMTS Contact roles, ensures the participant list is certified, communicates to other RMTS Contacts and district participants of any new information provided by HHSC.



For FFY 2023, a Primary RMTS Contact will now be required to take annual training every FFY. A **Primary RMTS Contact** will be required to complete annual training **(May 2022 – August 2022)** before the 1st quarter PL closes. Early FFY 2023 RMTS training begins in May 2022. A **Secondary RMTS Contact** will be required to complete annual training **(May 2022 – February 2023)** before the 3rd quarter PL closes. If a district has multiple secondary RMTS Contacts, the primary contact can select one person who will be responsible for completing the annual training. Once a district's primary and secondary RMTS contact have completed the required 2 district employee annual training, their district will be in full training compliance for the current federal fiscal year.

Please see the FFY 2023 RMTS ISD training schedule for specific training dates. RMTS Contacts can view training dates and register for training at the link below. Again, if a district is contracted with an SSA, Co-op or third-party vendor, each district is still required to have at least 2 employees from their district trained. A Primary RMTS Contact is still required to complete annual FFY RMTS training.

An SSA, Co-op or third-party vendor will be able to fulfil their contractual duties with the district as they have been however, to ensure each district is aware of information pertaining to RMTS, both primary and secondary district RMTS contacts are being required to attend annual FFY training.

It is crucial ISD's understand that compliance with the RMTS annual training is required and mandatory. Failure to comply with this requirement can affect your district's ability to certify the participant list.

The below link will take you to the HHSC Provider Finance Department ISD training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

<https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>.

If you have any questions, please contact the Texas Health & Human Services Commission (HHSC) Time Study Unit at TimeStudy@hhs.texas.gov or (737) 867-7794.